

# Job Title: TECHNICAL MANAGER IV - FISCAL CONTROL SPECIALIST - IPR#46495

**Agency :** Department of Transportation

**Closing Date/Time:** 05/05/2023

**Salary:** \$5,120 - \$9,155 MONTHLY

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 2

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Fiscal Control Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

Under the direction of the Audit Compliance Unit Manager, the primary responsibilities of this position are overseeing the single audit review process related to sub-recipient monitoring based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFR200) regulation of the Code of Federal Regulations and the Grant Accountability and Transparency Act (GATA). The position is also responsible for fulfilling the requirements under the Fiscal Control and Internal Auditing Act (FCIAA). These duties include reconciliation calculations and audit support.

Special studies: 25 - 50 annually

Status reports: 500+ annually

This position reports to the Audit Compliance Unit Manager. No subordinates report to this position. Within guidelines set by the Secretary of Transportation, the Office of Finance and Administration (OFA) develops and directs programs to meet the fiscal, personal, and business needs of the department. In conjunction with this effort, the Financial Review and Investigations Section coordinates both external and internal audit requests by identifying responsible contacts and ensuring audit responses are completed in a timely fashion.

Typical problems involve adhering to strict timeframes to meet requirements. The greatest challenges of this position are the timely review of sub recipient single audit reports as required by 2CFR200 and completion of the annual FCIAA reporting.

### **(Job Responsibilities continued)**

This position is responsible for the planning, organizing, controlling, and monitoring of the sub recipient 2CFR200 single audit reports in conjunction with staff that compile and analyze the required financial data. The incumbent will assist in gathering documentation related to findings that can affect Illinois Department of Transportation (IDOT) programs and preparing a report to the appropriate officials as needed. This position assists in conducting reconciliations of the IDOT and federal monies presented in the single audit schedules to the IDOT Fiscal Operations and Administration (FOA) system to ensure accurate reporting by the entity. This position compiles data to prepare the department's annual FCIAA reporting. The position deals with confidential and highly sensitive matters regarding policy development, budgetary allocations, and legal matters. This position assists the Audit Compliance Unit Manager in reviewing questionnaires and preparing an annual report to upper management disclosing any weaknesses. The incumbent assists in tracking all section audit findings to ensure auditees have complied with corresponding corrective action plans. This position assists in the tracking of all aspects of consultant audit needs including monitoring Professional Transportation Bulletins (PTBs) to search out new firms for audit; monitoring the Engineering, Architectural, and Professional Services (EPAS) System to determine which consulting firms have submitted annual financial information and indirect cost rates for review; and maintaining an annual expenditure spreadsheet to help determine audit risk and needs. This will include gathering contract information needed to perform financial audits.

The incumbent receives direction from the Audit Compliance Unit Manager. S/He performs work within compliance and departmental guidelines, Generally Accepted Accounting Principles (GAAP), and Statements on Auditing Standards.

Internal contacts are with all departmental offices. External contacts include grantees, external audit contacts, and the Office of the Comptroller. Occasional statewide travel is required.

The effectiveness of this position is measured by the accuracy and timeliness of the 2CFR200 single audit desk reviews, timeliness of the FCIAA reporting, and the ability to work independently.

### **Principal Accountabilities**

1. Performs 2CFR200 single audit desk reviews.
2. Prepares the department's annual FCIAA reporting.
3. Assists with the tracking and monitoring of corrective action plans.
4. Assists in tracking all stages of audit progress, detailing progress on Excel spreadsheets and gathering contract information for financial audits.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.

### **Qualifications**

#### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in accounting or business plus two years of experience with working with Generally Accepted Accounting Principles (GAAP), Statements of Auditing Standards, 2CFR200, or a combination thereof, OR

- Eight years of experience with Generally Accepted Accounting Principles (GAAP), Statements of Auditing Standards, 2CFR200, or a combination thereof
- Valid Driver's License
- Occasional statewide travel

#### **Position Desirables**

- Knowledge of audit functions; auditing theory and practices; and laws, rules, and regulations.
- Knowledge of state government operations
- Good working knowledge of the Microsoft applications
- Strong communication skills, both written and oral

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday - Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Finance and Administration/Bureau of Investigations and Compliance

**Agency Contact:** DOT.CONTACTHR@ILLINOIS.GOV

**Job Family:** Transportation; Fiscal, Finance & Procurement; Legal, Audit & Compliance

#### **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)